



Windlesham Parish Council

Sarah Walker
Clerk to the Council
Tel: 01276 471675
Email: sarah.walker@windleshampc.gov.uk
Website: www.windleshampc.gov.uk

The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S LIGHTWATER VILLAGE COMMITTEE

Held on Tuesday 13th July 2021 at 7.00pm at the Community Hub, Windlesham Field of Remembrance

Councillors	
Barnett	A
Galliford	P
Halovsky-Yu	A
Harris	P
Hartshorn	P
Jennings-Evans	A
Malcaus Cooper	P

In the Chair: Councillor
In attendance: Sarah Walker – Clerk to the Council
Nicola Upton - Lightwater resident

P - present A – apologies PA – part of meeting - no information

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Ahead of the formal meeting, the Committee received a presentation from representatives from Howarth Homes regarding a proposed development at 103-109 Guildford Road, Lightwater. The formal meeting commenced at 19.49

		Action
LVC/21/01	To elect a Chairman and Vice Chairman of the Committee for the ensuing year Cllr Malcaus Cooper nominated and Cllr Galliford seconded Cllr Harris as Chairman of the Committee. A vote was taken with all in agreement it was therefore resolved to elect Cllr Harris as Chairman. Cllr Harris took the Chair. Cllr Harris proposed that the election of Vice Chairman be deferred to the next meeting when hopefully all Members would be present. All Members agreed it was therefore resolved to defer the election of Vice-Chairman to the next committee meeting.	
LVC/21/02	Apologies for absence Acceptable apologies were received from Cllrs Barnett, Jennings-Evans and Halovsky-Yu.	

LVC/21/03	<p>Declarations of Interest</p> <p>No declarations of interest were made.</p>	
LVC/21/04	<p>To review the terms of reference for the Committee and note any village specific additions to be recommended to Full Council for inclusion</p> <p>The Clerk reminded Members that the terms of reference for the village committees were agreed and adopted by Full Council on 15th March. Since then, the decision was made to disband the Planning Committee and for each village to be responsible for its own planning responses. Therefore a clause has been added to the terms of reference to reflect this as follows:</p> <p>4g. To review and make appropriate representations to the Local Planning Authority in relation to planning applications in the Lightwater area</p> <p>Also amended for Lightwater Committee is the appendix to reflect village assets not originally listed – these being High Curley SSSI and street furniture.</p> <p>The Clerk confirmed that these amendments will not need further ratification from Full Council as they reflect changes resulting from decisions made by Full Council (except the assets, which has been added to for clarity).</p> <p>Members were asked to consider the terms of reference as amended and decide if any further amendments or additions were needed. These would need to be recommended to Full Council for agreement.</p> <p>Members discussed the terms of reference (as at Appendix A) and all agreed to adopt the terms as presented. It was therefore resolved the Terms of Reference shown at Appendix A be adopted for the Lightwater Committee for 2021-22.</p>	
LVC/21/05	<p>Public question time</p> <p>Two public questions were submitted by Nicola Upton, Lightwater resident as follows:</p> <p>1. The recreational ground behind the church has not seen any significant investment in at least 20 years. The fence line bordering the bank down to the A322 is not secure and evidence shows several access points are breached which could have grave consequences. The play equipment is completely inadequate, dated and in a poor state of repair to support the varied ages of children in the village and does not offer any “recreational” facilities to the broader adult community. Despite 2 previous surveys and proposals to rejuvenate the area nothing has come to fruition. It was clearly indicated from feedback that the community wants this space upgrading but it is currently an abandoned space providing no real benefit to the community beyond a weekly football game and a dog walking space. Please can you provide clarity and a timeline on both short term plans (fencing and bins) to improve safety and security, and long term plans to provide the community with facilities that will benefit all ages across all villages.</p>	

	<p>2. Lightwater has 4 main routes into the village, only 1 entrance has a sign which is buried in brambles! The lack of welcome, aesthetic appeal and safety precautions on signage into Lightwater is at odds with other surrounding villages, and I'd like to understand why highways / council have not invested in encouraging safer transit through the village and a more consistent presentation of Lightwater on all 4 entrances to the village?</p> <p>The Committee discussed the two questions as detailed above. In relation to the first question, the Committee confirmed that work at Lightwater Recreation Ground would be dealt with in the wider pavilion project. As the Council is not the landowner, there are a number of permissions that need to be sought, even to be able to replace the fence. The Council are committed to the project but it is a significant long term project and is likely to need a significant increase in precept to be able to complete it.</p> <p>With regard to the second question, the Committee discussed that work relating to gateways and signage would require collaboration with Highways and the most appropriate forum would likely be the Local Area Committee. This could be raised as an agenda item at the next Committee meeting.</p>	The Clerk
LVC/21/06	<p>Exclusion of the press and public Agreed that no items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p>	
LVC/21/07	To consider planning applications and planning appeals received prior to this meeting:	
21/0620/FFU	<p>147 Macdonald Road, Lightwater, Surrey, GU18 5UR Single storey rear, first floor rear and roof extension Full Planning Application No objections.</p>	FPA
21/0709/FFU	<p>99 Macdonald Road, Lightwater, Surrey, GU18 5YA Single storey rear extension and alteration to the existing single storey rear extension No objections.</p>	FPA
21/0708/FFU	<p>7 Christie Close, Lightwater, Surrey, GU18 5UG Single storey side and rear extension No objections.</p>	FPA
21/0460/FFU	<p>203 Guildford Road, Lightwater, Surrey, GU18 5RB Extend the existing dropped kerb. No objections.</p>	FPA
21/0723/GPE	<p>Wayside, 10 High View Road, Lightwater, Surrey, GU18 5YE Prior Notification for the erection of single storey rear extension 8m in depth, eaves height of 2.6m and overall height of 2.9m. General Permitted Development EXTENSIONS No objections.</p>	GPD
LVC/21/08	<p>To receive reports from:</p> <p style="text-align: center;">a. Surrey County Council;</p>	

	<p style="text-align: center;">b. Surrey Heath Borough Council</p> <p>The Clerk informed Members that this would be a standing agenda item for the Committee, however as full reports were given to Full Council two weeks ago, a County report had not been requested from Cllr Tear on this occasion.</p> <p>Cllr Galliford informed the Committee that a working group at Borough were pressing to have the villages voice and interests better looked after and that a community transport project was progressing.</p>							
LVC/21/09	<p>Payments for approval</p> <p>The Clerk presented a list of expenditure transactions for approval, in the sum of £2,674.22 and explained the individual items.</p> <p>It was resolved the payments In the total sum of £2,674.22 (Appendix B) be authorised and the Chairman signed the Expenditure Transactions Approval List.</p>							
LVC/21/10	<p>Committee finances – overview</p> <p>The Clerk provided the Committee with a broad overview of their finances as follows and provided an Income and Expenditure report from the Council’s RBS finance system as attached at Appendix B.</p> <p>Following the restructure of the Council, the Council’s finances have been fully devolved to the village committees. A large number of budget lines remain “top level” lines so although the budget has been apportioned to the committees on the agreed percentage split basis, the responsibility and decision-making power for those lines remains with Full Council.</p> <p>The budget lines which the committee has discretion over are broadly as follows:</p> <ul style="list-style-type: none"> • Playground repairs and renewals • Greenspace contingency • Grants – section 137 and open spaces maintenance grants <p>Members were asked if they wished to have a grant giving policy for this financial year as it was now up to the Committee to decide whether to offer grants or re-purpose the funding.</p> <p>After some discussion it was resolved that the Lightwater Committee would like to offer a grant scheme for this financial year. A forward agenda item to discuss a policy would be noted for the next Committee meeting in September. Cllr Malcaus Cooper undertook to draft a policy for the September meeting.</p> <p>The Clerk informed Members that the real spending power of the Committee comes from the reserves. Lightwater reserves are as follows:</p> <table style="margin-left: 40px;"> <tr> <td>EMR Lightwater Pavilion</td> <td style="text-align: right;">£115,104</td> </tr> <tr> <td>EMR Lightwater Village</td> <td style="text-align: right;">£33,523</td> </tr> <tr> <td>TOTAL:</td> <td style="text-align: right;">£148,627</td> </tr> </table> <ul style="list-style-type: none"> • The Pavilion fund is ringfenced for the pavilion project. • The Village reserve figure has taken into account the Lightwater proportion of additional recruitment budget needed (as 	EMR Lightwater Pavilion	£115,104	EMR Lightwater Village	£33,523	TOTAL:	£148,627	<p>Cllr Malcaus Cooper</p>
EMR Lightwater Pavilion	£115,104							
EMR Lightwater Village	£33,523							
TOTAL:	£148,627							

	<p>agreed at Full Council) but has NOT taken into account the cost of the Councillors IT equipment yet. This is likely to be in the region of £3,500 which will be funded from this reserve.</p> <ul style="list-style-type: none"> • Lightwater currently has no CIL money, as the balance of £13,637.35 CIL money was agreed to be moved into the Pavilion reserve in September 2020. <p>Members noted the report.</p>	
LVC/21/11	<p>Forward Agenda Planning – to discuss a list of existing and future items for agenda planning purposes.</p> <p>The Clerk advised the Committee that whilst the Council is in the process of recruiting new staff it is important not to add to the current workload for the existing staff. Therefore, this agenda item had been specifically worded to allow the Committee to have discussions about potential projects/work they would like to see on future agendas but not to pass any resolutions that will generate new workload for the time being.</p> <p>Existing projects for Lightwater (as listed on the current projects spreadsheet) are:</p> <ul style="list-style-type: none"> • Lightwater Pavilion • Lightwater Recreation Playground • Lightwater - Write to Highways re A322 safety <p>In addition to the listed projects, the Committee asked for the following items to be added for the September agenda:</p> <ul style="list-style-type: none"> • Signage for Lightwater (as per public question raised) • Greenspace contract • Asset register – more specifically land owned with cross-referenced deeds 	The Clerk
LVC/21/12	<p>Memorials and Inscriptions - relating to Lightwater Cemetery</p> <p>Memorials in the name of Juan Perez, John Gane, Colin Tye and Edward Wallis were approved.</p>	

There being no further business, the meeting closed at 20:33

Windlesham Parish Council

1. ARRANGEMENTS FOR DISCHARGE OF FUNCTIONS BY THE COUNCIL TO COMMITTEES

Subject to the appointment of the Bagshot Committee, Lightwater Committee, Windlesham Committee and Personnel/Staffing Committee and Planning Committee as the Council's Standing Committees at the Annual Full Meeting of the Council, the following Terms of Reference and Delegated Functions are discharged to those Committees with the exception of the statutory and reserved duties listed below:

- a. *Power to issue the Annual Precept;*
- b. *The determination of borrowing limits;*
- c. *Duty to consider an Auditor's Report;*
- d. *Appointment of Committees and Members to serve on those Committees;*
- e. *Fixing of Dates & Times of Council/Committee meetings;*
- f. *Co-option of a Member to serve on the Council;*
- g. *Delegation of Council Functions to Committees, and any other Functions that may be reserved by the Council including those duties indicated in the Standing Committees that will be referred up to Council.*

2. INTRODUCTION

2.1 This document sets out the manner in which Windlesham Parish Council has delegated its powers.

2.2 The legal basis of the delegation conferred by the Document is contained in the following provisions of the Local Government Act 1972:

"S. 101 Arrangements for discharge of function by local authorities

(1) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions:

(a) by a Committee, a sub-committee or an officer of the authority, or

(b) by any other local authority

(2) Where by virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee arrange for the discharge of any of those functions of a local authority and where by virtue of this section any functions of a local authority may be discharged by a sub-committee of the authority, then, unless the local authority or the committee otherwise direct, the sub-committee may arrange for the discharge of any of those functions by an officer of the authority.

(3) Any arrangements made by a local authority or committee under this section for the

discharge of any functions by a committee, sub-committee, officer or local authority shall not prevent the authority or committee by whom the arrangements are made from exercising those functions.

(4) Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint committee of theirs or by an officer of one of them and subsection (2) above shall apply in relation to those functions as it applies in relation to the functions of the individual authorities.

(5) A local authority's functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the authority."

2.3 It is desirable that in the interests of certainty in decision making and to avoid lengthy discussions in Council meetings, Standing Orders should discourage, so far as is legally possible, action being taken by the Council after the matter has been 'decided' by a Committee, or Sub-committee. If the Council feel, however, that action is necessary then normally it should refer the matter back to the Committee concerned.

2.4 The intention of the delegation scheme is that the Council should act with all reasonable speed. Decisions should be taken at the most suitable level and that officers are given power over the day-to-day administration of the Council.

3. THE 3 VILLAGES COMMITTEES - BAGSHOT/LIGHTWATER/WINDLESHAM (Committees appointed by Full Council)

3.1 Membership of the Committee

- a. The Committee shall comprise of members, co-opted or elected at term or mid-term via a casual vacancy, of the village the committee is named after. i.e. Lightwater members will be members of the Lightwater Committee, Bagshot members will be members of the Bagshot Committee and Windlesham Members will be members of the Windlesham Committee.
- b. Between municipal years 2021 – 2023 (when boundary changes will be made to the parish ward boundaries of Windlesham and Bagshot) as an interim measure, two councillors will be appointed to sit on the Windlesham Committee from Councillors elected to the other villages.
- c. Subject Matter Experts, whether from within or outside of Council may be invited to attend the meetings in a non-voting capacity.

- d. Any changes in membership of the Committee after the Annual Full Meeting of the Council shall be subject to approval at the next Full Council Meeting.
- e. The quorum of the Committee shall be a third of the Committee or three of its members, whichever is the greatest.
- f. Chairman of the Committee
 - i. The Committee shall elect its own Chairman at the first meeting of the Committee following the Annual Meeting of the Council.
 - ii. The Committee may elect a Vice-Chairman for the same term of office as the Chairman of the village committee.
- g. Minutes of Committee Meetings
 - i. Meeting minutes shall be taken by a member of staff.
 - ii. The minutes of each meeting of the Committee shall be made available for scrutiny at the next meeting of Full Council.

4. POWERS OF THE COMMITTEE

The Lightwater Committee shall be granted full delegated powers to deal with the following functions of the Council:

- a. Upon renewal of an existing Contract, tendering and procuring Contracts for its area. Full Council, as the legal entity, will sign off all contracts, subject to correct tendering process being followed and demonstration that the Committee can meet the expenditure.
- b. Burial Ground regulations and fees.
 - i. The Committee shall ensure that its policies, regulations and fees as outlined in 4b above are reviewed annually.
 - ii. The Committee shall consider and make rulings in respect of complaints or queries regarding regulations and fees as outlined in 4.b above.
 - iii. The Committees shall extend resident-reduced fees to all residents of the parish in perpetuity
- c. Spending its budget
- d. Awarding Grants
- e. Engaging and participating in Community events
- f. Agree an annual budget to present to Full Council in the October Budget meeting
- g. To review and make appropriate representations to the Local Planning Authority in relation to planning applications in the Lightwater area
- h. To make written representations/appearance at Planning Appeals or Hearings, if required,

- i. To receive reports on Planning Decisions if supplied by the relevant planning authority
- j. To receive and if necessary comment on the following: (a) Local Plans, (b) County Structure Plans, (c) Local Transport Plan, (d) Planning Strategy Documents/Planning Guidance, (e) Surrey Heath Borough Council Local Plan (Core Strategy Development Plan), etc
- k. To comment on transportation and highways matters including public footpaths, bus services, traffic orders, traffic calming, street lighting, street cleansing, litter/litter bins, bus shelters, highway maintenance, highway schemes, etc.,
- l. To receive and if necessary comment on information Reports submitted by the County Councillor for the Ward relating to any matters affecting the Village of Lightwater
- m. To receive and if necessary comment on environmental Issues including Air Quality Management Areas, Recycling facilities/initiatives, Monitoring Noise and other traffic pollution concerns, Health & Safety Risk Assessments/Reports,
- n. Applications for Grant aid falling within the purview of the Committee. Full Council, as the legal entity, will sign off all grant aid applications, subject to the Committee demonstrating it can meet all the obligations required of the grant awarding body
- o. To authorise, in advance, Members' attendances at Conferences/Seminars or other Meetings falling within the purview of the Committee,
- p. To contribute to the Full Council's newsletter
- q. To consider and accept tenders/quotations for works/equipment etc. falling within approved estimates, otherwise, the matter to be referred to Full Council for approval (this is if the cost of a project exceeds the estimate or is greater than the delegated committee's power and providing the village committee has the funds to do so) if a supplementary budget is required.
- r. To incur expenditure on the budgeted and approved estimates for the current financial year on all budget headings up to the respective amounts detailed in such estimates.
- s. To make recommendations to Full Council for any new capital schemes, including estimates for such schemes, for inclusion in the draft budgets for the next financial year and also items for inclusion in the draft revenue budgets.
- t. Decisions by committee that are to be considered by Full Council in order to meet statutory and legal requirements under due diligence and good governance arrangements are solely for endorsement. Council may ask questions and seek clarity but shall not unpick decisions made by committee.
- u. Should Council or Councillors feel that a decision made is not in the best interest of Council, this decision will be able to be called in. (Call in procedure to be linked to standing orders)

5. RESPONSIBILITIES AND AREAS OF OPERATION OF THE COMMITTEE

- a. The Chairman of the Committee or, in the absence of the Chairman, the Vice-Chairman or, should a Vice-Chairman not be elected or present, another member of the Committee shall discuss the Committee's rulings with the public or the press when so required.
- b. The Committee shall ensure that any decisions or rulings which might be considered controversial or may result in adverse publicity for the Council are referred to the Proper Officer of the Council and or the Council as appropriate at the earliest opportunity and by means of extraordinary meetings if need be.
- c. The Committee shall ensure that the Responsible Financial Officer is informed of any decisions or rulings which have financial implications.

6.FINANCES

- a. Subject to 1, 2 and 3 above the Lightwater Committee shall be responsible for managing its budget.
- b. The Committee budget shall be accrued by the precept generated in that village (SHBC base rate calculations apply) and any income generated by the village (if applicable).
- c. All Council wide costs will be shared by the village committees on the percentage basis detailed in appendix A. All village specific expenditure will be met by each village committee as detailed in appendix A.
- d. Subject to Financial Regulations the spending limit of each village committee shall be no more than £15,000 per single item.

APPENDIX A

PRECEPT

The Council Precept for the 2020/2021 year was £309,370.

Precept by Village with North Windlesham part of Windlesham (figures supplied by SHBC)

BAGSHOT: £108,475.80	This equates to 35% of the value of precept
LIGHTWATER: £118,363.62	This equates to 39% of the value of precept
WINDLESHAM: £80,372.16	This equates to 26% of the value of precept

TOP LEVEL COSTS

All top-level (Council-wide) costs are to be split between the village committees on the percentage basis stated above. Top level costs are the following:

- Staff (with the exception of the Cemeteries Administrator, who's salary costs have been apportioned 15% top level, 5% Bagshot, 30% Lightwater, 50% Windlesham)
- Hook Mill Lane Depot
- Allotments
- Council office and chamber
- Bagshot chapel
- Councillor HMRC payroll costs
- Trees
- Administration costs

ASSET MANAGEMENT

All assets are to be managed by individual village committees apart from Hook Mill Lane depot, Bagshot Chapel and the Council Office and Chamber. All income derived from village-based assets (cemeteries income or by the sale of an asset) will be retained by that village committee.

Hook Mill Lane – in the event of the sale of this asset, the proceeds will be split between the villages on the same percentage basis listed above.

Village committees will be responsible for the costs and management of the following assets:

- Bagshot – cemetery, war memorial, School Lane Field, Freemantle Road play area, Jubilee lamp, Bagshot clock, all street furniture owned by WPC in Bagshot
- Lightwater – cemetery, Lightwater pavilion, Lightwater recreation ground and play area, war memorial, High Curley SSSI, all street furniture owned by WPC in Lightwater
- Windlesham – cemetery, war memorial, Windmill Field play area, Kings Lane play area and all street furniture owned by WPC in Windlesham

GREENSPACE CONTRACT BREAKDOWN

Total grass + vegetation in the 3 villages = 55,364m² (figure provided by SHBC contract manager)

Lightwater = 39%
Bagshot = 39%
Windlesham = 22%

These percentages are to be applied to the budgeted cost of the Greenspace contract in any given year.

Please note the greenspace contract does not include the maintenance of Windlesham cemetery. If at any point in the future this were to be added into a wider greenspace contract, this would affect the percentage breakdown listed.

COUNCILLOR COSTS

Councillor costs (allowances, training budget and expenses) will be based on the number of committee seats and costs split according – Bagshot 6/18, Lightwater 7/18 and Windlesham 5/18.

Committee Name	Frequency of meetings
Full Council	x 6 meetings annually
Personnel	Quarterly (as current committee x4)
Bagshot	Monthly(10x)
Lightwater	Monthly(10x)
Windlesham	Monthly(10x)
TOTAL MEETINGS	40 MEETINGS PER YEAR

This only addresses the number of meetings and not their duration, and it is believed that the meetings will be less dispersive and lengthy.

Lightwater PL for Month No 4

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/c	Centre	Amount	Analysis Description
26/06/2021	GRANT 20-21	3	LIGHTWATER FC	LUFC	2,500.00	0.00	2,500.00	4650	440	2,500.00	PAYMENT OF AGREED GRANT
TOTAL INVOICES					<u>2,500.00</u>	<u>0.00</u>	<u>2,500.00</u>			<u>2,500.00</u>	
VAT ANALYSISCODE Z @ 0.00%					2,500.00	0.00	2,500.00				
TOTALS					<u>2,500.00</u>	<u>0.00</u>	<u>2,500.00</u>				

Customer: Windlesham Parish Council The Council Office The Avenue Lightwater Surrey GU18 5RG 01276 471675 Purchase Order No: SARAH WAKEFIELD Customer No: 10729	<h1>INVOICE</h1> 		Branch Address: Watchetts Park Park Road Camberley Surrey GU15 2SR Tel: 01276 409151 VAT Reg No: 203 3249 52			
	Payment Address: Glendale Grounds Management Limited The Stables, Duxbury Hall Road Duxbury Park, Chorley PR7 4AT Telephone: 01257 460461		Page: 1 of 1 Date: 30/06/2021 Invoice No: GM092-026			
	PLEASE NOTE OUR NEW BANK DETAILS: Account No: 01574191 Sort Code: 09-07-20					
DESCRIPTION	QUANTITY	UNIT PRICE	NET	VAT	VAT	SUB TOTAL
Interment ashes for June 2021: 11/06/2021 WC plot GG82 Jane Robbie 25/06/2021 WC plot B71L (double) Fairbanks 28/06/2021 WC plot Z20 Mrs Lake	3.00	174.22	522.66	20.00 STD	104.53	627.19
Terms Payment is due within 30 days from the date of invoice. Bank details: Santander, Account No: 01574191, Sort Code: 09-07-20 If paying by BACS please email your remittance advice to CreditControl@glendale-services.co.uk Please send cheque payments to the above payment address. The Company reserves the right to charge daily interest on any outstanding balance at UK clearing bank base lending plus 2% on overdue invoices. Payments can also be made by debit card by telephone to the above number.					NET	522.66
					VAT	104.53
					TOTAL	627.19

Lightwater costs are 1 x ashes interment fee
@ £174.22 + VAT

